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7 November 1957

MEMORANDUM FOR: Chief, Printing and Services Division, OL
SUBJECT : Distribution of CIA Information Reports

1. In the present climate of personnel and financial economy, OCR has been examining a number of its costly document handling procedures to determine those areas in which pronounced economies can be effected. One of the most obvious of these areas is that of distribution of CIA Intelligence Information Reports [redacted] As you know, it has been the practice for the Printing Services Division to send the finished information reports to OCR where they are disseminated and distributed to the ultimate customers. Our analysis leads us to believe that a distinct economy in transportation, distribution cost, and personnel cost can result if the standard distribution for these reports can be carried out at the production point.

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2. Approximately fifty per cent of the copies of the information reports forwarded to OCR are distributed on a standard basis to State, Army, Navy, Air Force, NSA, AEC, FBI, and, in the case [redacted] to the originating Divisions and FI/RQM/OIS.

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3. Paragraph (f) of CIA Regulation 50-7 provides that OCR arrange with your Office for the distribution of documents for which the Assistant Director for Central Reference has primary responsibility for dissemination.

4. If the transfer of the standard distribution from OCR to PSD is acceptable to you, OCR is prepared to assign, on a 90-day detail, one experienced Information Control Clerk to assist your people in the mechanics of the distribution under discussion.

5. Because of its responsibility for control of reports having enclosures, OCR must continue to make the complete distribution of such reports. A superficial examination of past experience indicates that this constitutes approximately twenty per cent of the total production schedule of CIA Information Reports.

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6. To assist you in your planning for taking over this responsibility, we have attached a schedule of the standard distributions listing the number of copies for each recipient and the proper address for each.

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Chief, Document Division, CR

Attachment:
Schedule

cc: Analysis Branch
Processing Branch

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lmc